



Carol M. Palmore
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PERSONNEL MEMO 00 - 13

MEMORANDUM

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Timesheets

The purpose of this memorandum is to request your assistance and cooperation in addressing the chronic problem of inaccurate and untimely reporting of time by employees. The Payroll Council has reported that employees and agencies continue to submit tardy and inaccurate time reports. This creates serious administrative problems with payroll, leave and overtime maintenance.

Each time an employee submits a timesheet, he or she certifies that the time reported is accurate and complete. These documents are used as the basis for certification of payroll under KRS 18A.125 by the Secretary of Personnel. I cannot certify a payroll if the timesheets are not submitted in a timely and accurate manner.

Please advise your employees that they have a duty to submit accurate and timely timesheets pursuant to KRS 18A.125. Employees should also be advised that if they fail to submit timesheets in an accurate and timely manner, pay may be delayed due to the inability of the Secretary to certify payroll.

Questions concerning this matter may be addressed to Jackie Shrout, Director, Division of Employee Records at jackie.shrout@mail.state.ky.us or (502) 564-6464. Your cooperation in this matter will be greatly appreciated.



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